SPD - Receipt of Funds - PROC1040

Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities. These procedures address all funds received through a Funding Authorization Document, Customer Order, or contributed funds.

Funds received through the Operating Budget are covered in *Departmental Overhead and General and Administrative Support Service Organizations – REF8015 [REF8015]*.

Policy

ER 5-1-11, U. S. Army Corps of Engineers Business Process
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-1-26, Issuance and Acceptance of Project Orders   [http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]

ER 37-2-10, Accounting and Reporting – Civil Works Activities
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 37-345-10, Accounting and Reporting – Military Activities
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf]

Responsibility

The Resource Management Office/Directorate (RM) is responsible for recording the receipt of all funding.

The Resource Management Officer is responsible for accurately recording funds in CEFMS under the appropriate program (e.g., MILCON, GI/CG) in coordination with the Program/Project Manager.

The ~~CEFMS project work item~~Financial POC/ responsible employee is responsible for technically approving customer orders and designating alternate responsible employee(s) for their funded work item(s). response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

Distribution

~~CEFMS Project Work Item Responsible Employee~~Financial POC/Responsible Employee[*] response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

Program Manager (PgM)

Project Manager (PM)

Resource Management Office[*]

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary – REF8000 [REF8000]

CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]

Contingency Funds, Project Level – REF8003 [REF8003]

Financial Management – REF8014 [REF8014]

Initiating a Project in P2 – PROC1030 [PROC1030]

Work Acceptance – PROC1000 [PROC1000]

Project Execution and Control – PROC3000 [PROC3000]

Resource Estimate Development – PROC2040 [PROC2040]

Activity Preface

This process is performed whenever funds or funding documents are received. The project for which funds are received must be created in P2 by using this process: *Initiating a Project in P2 – PROC1030 [PROC1030]*. By entering the project information in P2, the PDT will be establishing the manner in which they want to manage and report on the project including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS. P2 will generate PR&Cs information for CEFMS as defined in *Financial Management – REF8014 [REF8014]* in accordance with these relationships. The PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management ~~data~~. Response; accepted with modification ~~needed by the PDT, including the customer~~. The PM is responsible for management of funds at the project level. Refer to *Financial Management – REF8014 [REF8014]*.

When this process is complete, return to the process that brought you here: *Initiating a Project in P2 – PROC1030 [PROC1030]* or *Project Execution and Control – PROC3000 [PROC3000]*.

Resource Management Office

1. Record the funds in CEFMS under the appropriate program.

    When funds are received, regardless of source, ~~assure~~ ensure they are loaded to the ~~Parent project~~ work ~~Item~~ item that has been created in CEFMS ~~from~~ through the interface with P2. response: accepted

    Refer to *CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]* for specific instructions.

If receiving a Funding Authorization Document (FAD), Response: partially accepted. Included acronym above. goto task #7. Otherwise, goto task #2.

Receipt of Funds - PROC1040

USACE Project Management Business Process Manual

PROC1040.DOC

Effective 04/01/02

Page 3 of 5

Rev 4

2. Notify ~~CEFMS Project Work Item~~Financial POC/ Responsible Employee to technically approve.

~~CEFMS Project Work Item Responsible Employee~~Financial POC/Responsible Employee

response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

3. Technically approve the customer order in CEFMS.

    The project work items are attached to the customer order during the technical approval process. Refer to *Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

Resource Management Office

4. Financially approve the customer order in CEFMS.

    Refer to *Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

~~CEFMS Project Work Item~~Financial POC/ Responsible Employee

response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

5. Accept the customer order in CEFMS.

    Refer to *CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]*.

6. Notify Resource Management Office (RMO) Response: accepted…changed in Master document. (RMO) will be changed on the Actor bar. that the customer order has been accepted.

Resource Management Office

7.   Notify ~~CEFMS Project Work Item~~Financial POC/ Responsible Employee and PM that funds are available on the project work item. response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

response: This is to identify the role in CEFMS. Will be termed as CEFMS Responsible Employee (Financial POC). See master document for clarification.

8. Designate alternate responsible employees and PR&C originators, approvers, and certifiers for the project work item and ensure the project work item is funded. Response: Team Leads & Financial Management Team will investigate in the development of the CEFMS interface.

Refer to _Section 6, Funding, of the CEFMS Users Manual_
_[http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]_.

End of activity.

Receipt of Funds - PROC1040